

Relevant System Table
Core Business Process VI - Institutional Eligibility and Certification

Business Sub Process: Schools prepare and submit completed applications	SUB-PROCESS DECOMPOSITION	RELEVANT BUSINESS PROCESS SYSTEMS
	1. School completes application for institutional eligibility	Commercial Off the Shelf (COTS) software (i.e. Microsoft Office)
	2. School transmits application to ED	U.S. Mail, Federal Express, or Internet
	3. ED receives and accepts application either electronically (over web) or in hard copy	Electronic Application Or Hard Copy
	4. ED receives and accepts financial statements, compliance audits, notifications, closures, accrediting info	None

Relevant System Table
Core Business Process VI - Institutional Eligibility and Certification

Business Sub Process: : Document Receipt and Control Center (DRCC) processes applications	SUB-PROCESS DECOMPOSITION	RELEVANT BUSINESS PROCESS SYSTEMS
	1. DRCC logs receipt of documents	Lotus Notes, Microsoft Access
	2. DRCC screens documents for completeness	Lotus Notes, Microsoft Access, Microsoft Excel (financial)
	3. Documents forwarded to Case management teams for review	None

Relevant System Table
Core Business Process VI - Institutional Eligibility and Certification

Business Sub Process: : Case management team performs comprehensive reviews	SUB-PROCESS DECOMPOSITION	RELEVANT BUSINESS PROCESS SYSTEMS
	1. Application is reviewed by case management specialist	None
	2. Financial statement is reviewed by case management specialist	Microsoft Excel
	3. Case management verifies accreditation information	None
	4. Case management checks for unresolved compliance audit or program review issues	PEPS
	5. Case management checks default data	PEPS

Relevant System Table
Core Business Process VI - Institutional Eligibility and Certification

Business Sub Process: : Case management team updates ED internal systems	SUB-PROCESS DECOMPOSITION	RELEVANT BUSINESS PROCESS SYSTEMS
	1. Case management updates PEPS	PEPS
	2. Case management notifies AAAD to initiate administrative action if necessary	Lotus cc:mail

Relevant System Table
Core Business Process VI - Institutional Eligibility and Certification

Business Sub Process: : AAAD notifies EDCAPS regarding “emergency actions to stop payment”	SUB-PROCESS DECOMPOSITION	RELEVANT BUSINESS PROCESS SYSTEMS
	1. AAAD notifies EDCAPS to cease disbursing federal funds	Lotus cc:mail, Microsoft Word (Memorandum)

Relevant System Table
Core Business Process VI - Institutional Eligibility and Certification

Business Sub Process: : Case management team updates external parties	SUB-PROCESS DECOMPOSITION	RELEVANT BUSINESS PROCESS SYSTEMS
	1. Letter to institution is generated	PEPS (data extract), Microsoft Word
	2. Program Participation Agreement is created	Microsoft Word
	3. Guaranty agencies get periodic reports	PEPS
	4. Accrediting agencies get notifications of adverse action	Microsoft Word

Relevant System Table
Core Business Process VI - Institutional Eligibility and Certification

Business Sub Process: : Lender Eligibility	SUB-PROCESS DECOMPOSITION	RELEVANT BUSINESS PROCESS SYSTEMS
	1. Guaranty Agency sends notification to ED that a new Lender has been approved	Telecommunications/ Mail Service
	2. ED enters new lender information into FFELP system	FFELP System
	3. Next available Lender Identification Number (LID) is assigned and a new Lender is approved	FFELP System
	4. E-Systems generates and sends a list of approved lenders to ED	FFELP System
	5. Lenders become eligible to receive interest and special allowance payments	FFELP System